



City of Seattle
Human Services Department

June 2, 2010

Jeffrey Brown, Contracts, Procurement & Real Estate Services (CPRES)
Public Health-Seattle & King County
401 5th Ave, Suite 1300
Seattle, WA 98104

Grant Proposal Title: Healthy Eating Active Living (HEAL)
Grant Proposal Number: HEAL-CPPW2010

Dear Mr. Brown:

Enclosed is signed copy of the above-referenced proposal between Public Health-Seattle & King County and the City of Seattle, Human Services Department.

If you have any questions regarding this proposal, please contact Rosemary Cunningham at (206) 684-0655.

Sincerely,

Kip Tokuda, Acting Director
Human Services Department

KT/tt
Enclosures

SUBMITTERS MUST COMPLETE (TYPE OR PRINT), SIGN, AND RETURN THE FORM BELOW WITH THEIR PROPOSAL.

FOR EMAIL SUBMISSIONS, PLEASE INCLUDE THIS INFORMATION IN THE BODY OF YOUR EMAIL.

Your completion of this page and submission of a proposal constitute agreement with subsequent contracting requirements and with conditions of participation in the CPPW grant.

Agency/City/Institution Name <i>City of Seattle Human Services Dept., Aging & Disability Services</i>		
Address <i>Seattle Municipal Tower 700 5th Ave, 51st floor</i>		City/State/Zip Code <i>Seattle, WA 98124-4215</i>
Signature <i>Selma Chan for →</i>	Authorized Representative / Title (Please Print Name and Title) <i>Pamela Perry, AOS Director</i>	
E-mail <i>Pamela.perry@seattle.gov</i>	Phone <i>684-0104</i>	Fax <i>684-0689</i>
Federal Taxpayer ID Number <i>91-6001275</i>		
Contractor SCS Certification number (if applicable - see Section 12 of this RFP regarding the Contracting Opportunities Program)		

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

If you received or downloaded this document in .pdf format, a Microsoft Word copy may be obtained by contacting the person listed on page 1. This Word document will be transmitted by e-mail.

HEAL-CPPW2010

APPLICATION FORM

1. Applicant information

Organization	Seattle-King County Area Agency on Aging administered by Seattle Human Services Department Aging and Disability Services (ADS)		
Director	Kip Tokuda	Title	Director
Director has approved proposal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Contact name	Rosemary Cunningham	Title	ADS Planning Manager
Street address 1	700 5 th Ave 58 th fl	Street address 2	
City	Seattle	County	King
State	WA	Zip	98124-4215
Email 1	rosemary.cunningham@seattle.gov	Email 2	Pamela.piering@seattle.gov
Phone 1	206.684.0655	Phone 2	206.684.0104
Web site	http://www.seattle.gov/humanservices/		
Type of applicant	<input type="checkbox"/> School district	<input checked="" type="checkbox"/> Local government	<input checked="" type="checkbox"/> Community organization
Did you submit a letter of intent (LOI) by 4/21/10?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date you submitted your LOI?	4/21/10
Are you submitting a coordinated proposal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who are your partners?	Catholic Community Services (CCS); Chicken Soup Brigade (CSB); Senior Services (SS); Early Learning Family Support (ELFS); Wash. State Dept. of Ag (WSDA); Puget Sound Food Network (PSFN); Clean Greens Farm

2. Focus area and population

Describe population

The senior meal standards change and the Farm-to-Table cooperative purchasing change will increase access to fresh local produce for 15,000 senior meal program (congregate / home delivered) participants with limited incomes (80% have incomes below 50% of the area median income). The feasibility of expanding cooperative purchasing to low-income child care centers will be studied in 2011. Senior meal participants and low-income child care centers were selected because of their limited access to affordable healthy foods.

Geographic Community or Communities

Senior meal participants live in all CPPW focus communities. Child care centers serve low income children in SE Seattle, Central Seattle, and Delridge and south King County. All CPPW designated focus communities were chosen, because participants in existing senior meal programs and ELFS child care centers live in these communities.

3.

Indicate if you will serve a designated focus community

<input checked="" type="checkbox"/> Auburn	<input checked="" type="checkbox"/> Burien	<input checked="" type="checkbox"/> Des Moines	<input checked="" type="checkbox"/> Federal Way
<input checked="" type="checkbox"/> Kent	<input checked="" type="checkbox"/> Renton	<input checked="" type="checkbox"/> Tukwila	<input checked="" type="checkbox"/> SeaTac
<input checked="" type="checkbox"/> White Center	<input checked="" type="checkbox"/> Southeast Seattle	<input checked="" type="checkbox"/> Central Seattle	<input checked="" type="checkbox"/> Delridge (Seattle)

Page limit for Boxes 1, 2 and 3 together is 1.5 (one page and 12 double-spaced lines).

4. Selected Activity(ies) (30 points) – Activity One

Note: fill out a copy of Boxes “4. Selected Activity,” “6. Timeline” and “7. Coordination with Partners” for each activity you are proposing.

Proposed Activity

Make healthy foods affordable for senior congregate and home-delivered meals and child care centers by cooperatively purchasing fresh local produce through a Farm-to-Table partnership.

Anticipated policy, system or environment change outcome resulting from the activity

The Farm-to-Table partnership will result in a system change that will reduce prices of fresh produce for 17 senior congregate meal sites and 1 home-delivered meal provider by cooperatively purchasing directly from local farmers. Once the Farm-to-Table linkages are in place, cooperative purchasing will expand to senior meal programs throughout King County and to child care centers serving low-income families. The Farm-to-Table policy change strategy detailed below supports the cooperative purchasing system change through the adoption of meal standards, RFP points, and contract language promoting the use of fresh local produce for all ADS senior meal programs (15,000 participants; 750,000 meals).

What you will do to implement the activity

ADS will set up regular Farm-to-Table coordination meetings to create a strategy for and track the progress of the cooperative purchase of produce from local farmers. WSDA will assess the senior meal providers' capacity to plan seasonal menus, store and prepare fresh produce. WSDA will train meal site managers as needed. WSDA and PSFN will work together to identify and link meal program purchasers to ethnically diverse farmers who have produce available at an affordable price. Clean Greens Farm will expand growing capacity within existing land to offer produce that meets meal provider cost and

produce specifications. Meal providers will purchase processing equipment as needed, facilitate staff training, and pilot test cooperative purchasing at 2 to 3 meal sites. After the pilot test, meal providers will implement cooperative purchasing for home-delivered and congregate meals. WSDA will assess the feasibility of expansion of cooperative purchasing to ELFS child care centers.

Why you think these activities can achieve this outcome

The Farm-To-Table partnership and senior meal participants (mostly low-income) recognize the importance of access to fresh healthy food to improve health outcomes and prevent obesity. The current senior meal program budget limits the amount of fresh produce meal providers can purchase through existing channels. The Farm-to-Table partnership connects local farmers with senior meal program purchasers resulting in a sustainable procurement system that is lower in cost than current methods. Once the cooperative purchasing system and site logistics are in place, ADS will change policies and contract language to ensure that fresh produce is included in congregate and home-delivered meals. ADS has long standing partnerships and contractual relationships with CCS, CSB, and Senior Services. WSDA and PSFN have proven track records creating linkages between small local farmers and institutional purchasers such as hospitals and schools. Clean Greens Farm (22 acres owned and operated by residents of Seattle's Central District) has successfully grown and marketed pesticide free, affordable produce to residents in Central and Southeast Seattle since 2007.

Page limit for Box 4 is 2 per proposed activity.

5. Applicant-Originated Activity

Optional:

Are you proposing an activity that is not included in the list in Section 7?

☐ Yes ☒ No (if no, skip to Box 6)

If yes, please provide evidence that shows the effectiveness of the activity

Page limit for "Optional Box 5" is 1 per activity.

6. Timeline of steps and milestones. – Activity One.

Step	Quarters 1 to 7							Who is responsible?
	7/1/10	10/1/10	1/1/11	4/1/11	7/1/11	10/1/11	1/1/12	
Assess program capacity to store & prepare local fresh produce.	X	X						Tricia Kovacs ADS Planner
Link farmers and meal programs	X	X	X	X	X	X		Tricia Kovacs Lucy Norris Robert Jeffrey
Purchase processing equipment if needed		X						Meal Providers
Train meal staff in seasonal meal planning and prep.		X	X					Tricia Kovacs, Meal Providers
Pilot test cooperative purchasing at 3 sites			X	X				Lucy Norris ADS Planner Meal Providers
Expand cooperative purchasing				X	X	X		Lucy Norris Meal Providers
Assess feasibility of child care meals expansion						X		Tricia Kovacs Kathleen Groshong

Page limit for Box 6 is 1.

7. Coordination with partners, collaborators and/or subcontractors – Activity One

Partners

As the Farm-to-Table partnership lead, ADS will subcontract with WSDA, PSFN, CCS, CSB, and Senior Services. The ELFS Planner will attend Farm-to-Table partnership meetings, review meeting materials, and work with WSDA to assess the feasibility of expanding cooperative purchasing of local produce to ELFS subcontracted child care centers.

Partner	Partner Staff	Role	Relationship
Catholic Community Services (CCS)	Joe Contris	Cooperatively purchase and include seasonal fresh produce in 88,000 meals at 12 senior congregate meal sites in south King County.	Subcontractor
Chicken Soup Brigade (CSB)	Patrick Schultz	Cooperatively purchase and include seasonal fresh produce in 44,000 senior home-delivered meals in King County.	Subcontractor
Senior Services (SS)	Charlene Thomas	Work with WSDA to assess feasibility of including seasonal fresh produce in meals at 5 senior congregate meal sites in Central/SE Seattle and King County.	Subcontractor

Washington Dept of Agriculture (WSDA) Farm- to-School Program	Tricia Kovacs (oversee .5 FTE Coordinator)	Assess senior meal program storage & processing capacity; link ethnically diverse regional farm networks to senior meal programs; train meal program staff in seasonal meal planning and preparation.	Subcontractor
Puget Sound Food Network (PSFN)	Lucy Norris (oversee 1 FTE Coordinator)	Link local farmers and meal programs to enable cooperative purchase of affordable local produce.	Subcontractor
Seattle Early Learning and Family Support Centers Division	Kathleen Groshong	Attend Farm-to-Table meetings and work with WSDA to assess feasibility of expanding to ELFS child care centers.	Partner
Clean Greens Farm	Robert Jeffrey	Participate in Farm-to-Table partnership as a produce grower/supplier.	Partner

Page limit for Box 7 is 2.

4. Selected Activity(ies) (30 points) **ACTIVITY Two**

Note: fill out a copy of Boxes “4. Selected Activity,” “6. Timeline” and “7. Coordination with Partners” for each activity you are proposing.

Proposed Activity

Activity 2: Adopt revised senior meal standards, RFP incentive points, and ADS senior meal program contract language promoting the use of fresh local produce in home-delivered and congregate meals.

Anticipated policy, system or environment change outcome resulting from the activity

The anticipated policy change outcome, the addition of more fresh produce in senior meals funded by ADS, will result from adopting new meal standards, RFP incentive points, and revised senior nutrition services contract language.

What you will do to implement the activity

ADS will draft revised meal standards; review standards with service providers; and request input on standards from members of the Mayor’s Council on African American Elders (MCAAE) and the ADS Advisory Council. ADS will include fresh produce incentive points in the next ADS Nutrition Program Request for Proposal (RFP) scheduled for 2012. ADS senior meal program contracts will include revised meal standards beginning in 2012.

Why you think these activities can achieve this outcome

Adopting revised meal standards is a good fit for the senior meal program, because it will increase the number of servings of fresh fruits and vegetables that participants eat each day and improve health outcomes. In 2006 only 40% of people age 65+ in King County consumed 5 or more servings of fruits and vegetables per day. Since the risk factors for overweight and obesity increase with age, increasing consumption of fresh produce for senior meal participants can reduce the risk of obesity and improve health

outcomes. As the primary funder for senior meal programs in King County and the CPPW communities, ADS is in a position to create and adopt new meal standards that promote the use of fresh produce with the potential to impact 15,000 participants through the provision of 750,000 meals per year. Changing the senior meal program policy to increase fresh produce in senior meals builds on Older Americans Act requirements, state nutrition standards, the 2008-2011 ADS Area Plan on Aging objective to increase the use of fresh produce in meal programs, and the existing network of senior meal providers in King County. During the 2008 Nutrition RFP process, the results of a consumer survey indicated that meal participants want more fresh fruits and vegetables in the senior meal programs. ADS is confident that the need for more fresh produce can be met with the combination of changed meal standards and the availability of affordable produce through the Farm-to-Table partnership.

6. Timeline of steps and milestones – Activity Two

Step	Quarters 1 to 7							Who is responsible?
	7/1/10	10/1/10	1/1/11	4/1/11	7/1/11	10/1/11	1/1/12	
Draft revised ADS meal standards				X				ADS Planner, Terry Light, Nutrition Program Specialist
Review revised ADS meal standards with providers, ADS Advisory Council, MCAAE, and ADS Sponsors					X			Rosemary Cunningham, Project Manager
Adopt revised meal standards					X			Pamela Piering, ADS Director
Include revised standards in 2012 senior meal contracts						X		Terry Light, Nutrition Program Specialist
Include revised standards in 2012 Nutrition RFP.							X	ADS Planner

Page limit for Box 6 is 1.

7. Coordination with partners, collaborators and/or subcontractors – Activity Two

Partners

ADS subcontractors will adhere to revised meal standards that promote the use of fresh produce in senior meal programs, assuming the availability of affordable Farm-to-Table produce.

Partner	Partner Staff	Role	Relationship
Catholic Community Services (CCS)	Joe Contris	Adhere to revised meal standards.	Subcontractor
Chicken Soup Brigade (CSB)	Patrick Schultz	Adhere to revised meal standards.	Subcontractor
Senior Services (SS)	Charlene Thomas	Adhere to revised meal standards at congregate meal sites where feasible.	Subcontractor

Page limit for Box 7 is 2.

8. Health inequities (10 points)

How activity(ies) will reduce health inequities

The Farm-to-Table partnership will reduce health inequities for low-income senior meal participants living in all CPPW focus communities. Fifty percent of home-delivered meal participants and 30% of congregate meal participants have incomes less than 30% of area median income. Over 30% of senior meal participants are people of color. Health Department data show that people with limited incomes and people of color have less access to fresh fruits and vegetables and higher than average rates of chronic conditions. The Farm-to-Table partnership will engage members of the Mayor's Council on African American Elders , the Aging and Disability Services Advisory Council, and Clean Greens Farm (a nonprofit farm owned and operated by residents of Seattle's Central District) during the planning and implementation phases of the project. The change in ADS meal standards will continue to promote the use of local fresh produce in senior meal programs over the long term. There is no apparent risk that any of the proposed activities may cause an unintended increase in health inequities.

Page limit for Box 8 is 1.

9. Value of investment (10 points)

Number of people affected by activity

The Farm-to-Table change activity and the meal standards change activity will initially affect 5,000 older adults who participate in senior congregate and home-delivered meal programs in CPPW focus communities. This number was taken from the 2009 client profile data sent monthly to ADS by nutrition subcontractors. Once the Farm-to-Table model is firmly in place, it will be expanded to all senior meal providers in King County to serve up to 15,000 participants who receive 750,000 meals per year. If feasible, child care centers serving low-income families will cooperatively purchase local produce from the Farm-to-Table network.

Page limit for Box 9 is 0.5 (12 lines double-spaced).

10. Sustainability (10 points)

How activity will have a lasting impact after funding ends in March 2012

After the CPPW funding ends, ADS meal standards will promote the use of local fresh produce in senior meal programs serving 15,000 older adults in King County. Senior meal programs will continue to cooperatively purchase fresh local produce from the Farm-to-Table network implemented with CPPW funding. As a result, more low-income seniors will be able to eat more fresh fruits and vegetables. The Farm-to-Table network can be expanded to additional providers of meals for low-income residents, increasing the buying power of the partnership. Once the Farm-to-Table network is in place, ADS will assess the feasibility of expanding to King County Housing Authority meal providers. In addition, ADS will explore a partnership with Pike Market Senior Center to freeze local produce for the winter months.

Page limit for Box 10 is 0.5 (12 lines double-spaced).

11. Organization capacity and experience (10 points)

Past experience doing similar activities

Aging and Disability Services (the Area Agency on Aging for King County) brings 30 years experience working in partnership with community-based agencies to establish policies, fund, and develop programs that promote healthy aging for low-income older adults in King County. CCS, Senior Services, and CSB subcontract with ADS to provide over 144,000 senior meals in CPPW priority service areas. ADS subcontracts for a range of services such as meals, case management, and home care. ADS also works in partnership with systems such as medical clinics, research institutions, farmers' markets, affordable housing providers, and the special needs transportation system. WSDA Farm-to-School Program works statewide to assist institutional purchasers (schools) to include more local produce in meals. PSFN has institutional food purchasing experience and collaborative relationships with Puget Sound farmers, food-related organizations, processors, and municipalities. Clean Greens Farm has three years experience growing and marketing affordable, pesticide free produce for residents of Central and SE Seattle since 2007.

Training and skills of proposed staff

Name	Title	Skills	Training
Rosemary Cunningham	Planning Manager	Project Mgmt	M.A.C.E.
ADS Planner	Planning Lead	Planning & Coordination	MSW
Lucy Norris (manage 1 FTE Coordinator)	PSFN Project Manager	Farm to Market	M.A. Food Studies
Joe Contris	Asst Dir Senior Services	Senior Meals	M.A. Psychology

Patrick Schultz	Dir Nutr Services	Senior Meals	B.A. Communications
Tricia Kovacs (manage .5 FTE Coordinator)	Program Manager	Farm to School	M.Sc Food Planning & Policy

Organizational resources available for carrying out proposed work

ADS will use existing space, computers, fiscal and contract management staff, and data systems to collect and report required CPPW fiscal/program information. An ADS planner will add 69 hrs/mon (20 months) to coordinate CPPW activities. CCS will add 12 hrs/mon (20 months) to an existing program manager for CPPW activities. PSFN will add 1 FTE Coordinator (16 months) to develop a cooperative purchasing system built on the existing PSFN system. WSDA will hire a .5 FTE coordinator (17 months) to assess capacity and provide training to meal providers and to link regional farmers to meal providers.

Experience and capacity for working in partnerships and coalitions

ADS, governed by an interlocal agreement among City of Seattle, King County, and United Way, has extensive experience convening partnerships. ADS has planning/coordination staff who lead coalitions and monitor programs and contract budgets. PSFN and WSDA Farm-to-School programs have experience linking local farm networks with institutional purchasers. The ADS Planner (69 hrs/month) will participate in the CPPW coalition and grantees network, and will monitor contracts with WSDA, PSFN, and meal providers.

Coalition or partnership	Role	Years in which participated
Healthy Aging Partnership	Charter Member	2001-present
King County Care Partners	Leader	2006-present
REACH Coalition	Member	2000-2006
Senior Housing Study Partnership	Convener	2008-present
Puget Sound Food Network	Convener	2009-present

First experience with each community selected

As the Area Agency on Aging for the Seattle-King County region, ADS has 30 years experience working with subcontracted community-based agencies serving older adults and adults with disabilities in all of the CPW focus communities and King County. ADS works in partnerships with community-based subcontractors in service areas ranging from information and assistance to meal programs to home care. ADS served 35,888 older adults and adults with disabilities in 2008. Over 40% of ADS program participants are people of color, and almost 48% have incomes less than 30% of the area median income. ADS brings an ethnically diverse staff and leadership team. ADS regularly involves the ADS Advisory Council and the Mayor's Council on African American Elders in the development of new programs, on RFP selection committees, and in creating and tracking progress on the Four Year Area Plan on Aging for King County.

Community involvement

ADS involved three community-based service providers (CCS, Senior Services, and Chicken Soup Brigade) in the preparation of the CPW application. In addition, ADS consulted with the Clean Greens Farm (owned and operated by residents of Seattle's Central District), members of the Mayor's Council on African American Elders (MCAAE) during the preparation of this application. CCS, Senior Services, and the Chicken Soup Brigade will participate as partners in the Farm-to-Table cooperative purchasing system development and implementation as purchasers. Clean Greens Farm will participate as a produce supplier. The senior meal providers helped prepare the budget, identified equipment needs, and helped shape the cooperative purchasing activity. The MCAAE and the ADS Advisory Council will participate as advisors throughout the grant period.

12. Community involvement (10 points)

Prior experience with each community selected

As the Area Agency on Aging for the Seattle-King County region, ADS has 30 years experience working with subcontracted community-based agencies serving older adults and adults with disabilities in all of the CPPW focus communities and King County. ADS works in partnerships with community-based subcontractors in service areas ranging from information and assistance to meal programs to home care, ADS served 35,689 older adults and adults with disabilities in 2009. Over 40% of ADS program participants are people of color, and almost 48% have incomes less than 30% of the area median income. ADS Brings an ethnically diverse staff and leadership team. ADS regularly involves the ADS Advisory Council and the Mayor's Council on African American Elders in the development of new programs, on RFP selection committees, and in creating and tracking progress on the Four Year Area Plan on Aging for King County.

Community involvement

ADS involved three community-based service providers (CCS, Senior Services, and Chicken Soup Brigade) in the preparation of the CPPW application. In addition, ADS consulted with the Clean Greens Farm (owned and operated by residents of Seattle's Central District), members of the Mayor's Council on African American Elders (MCAAE) during the preparation of this application. CCS, Senior Services, and the Chicken Soup Brigade will participate as partners in the Farm-to-Table cooperative purchasing system development and implementation as purchasers. Clean Greens Farm will participate as a produce supplier. The senior meal providers helped prepare the budget, identified equipment needs, and helped shape the cooperative purchasing activity. The MCAAE and the ADS Advisory Council will participate as advisors throughout the grant period.

Page limit for Box 12 is 1.

13. Feasibility of completing activity within 20 months (10 points)

ADS will begin to implement activities immediately upon award of funding with the following steps: 1) assign Farm-to-Table partnership planning and coordination activities to an existing ADS Planner who will prepare the contract with Public Health; 2) increase part-time planner time and duties to backfill Farm-to-Table planner duties; 3) create contract amendments to include new funds and responsibilities for senior meal service providers; 4) create new contract with PSFN for farm network development activities; 5) create a contract with WSDA for feasibility planning, linking farmers to meal providers, and staff training. PSFN will immediately hire a full-time coordinator to expand the network of farms that can supply the senior meal providers. WSDA will conduct a food system analysis and offer training to meal provider staff using existing WSDA staff capacity. The Farm-to-Table partnership can complete the proposed activities within the 20 month time frame, because each partner has years of experience in either convening coalitions and subcontracting services, providing senior meals in the CPPW communities, or developing farm-to-institution networks. The potential barriers to completing the activities are: 1) the cost for produce will not be low enough to fit in existing senior meal budgets; 2) preparing the local produce will take more time and therefore be more costly; 3) or Farm-to-Table suppliers cannot meet meal purchaser demand.

Page limit for Box 13 is 1.

14. Budget Form

Row				Requested, 7/18/10 to 3/18/12
	Positions			
1	Name or job title	Salary	Fringe	
2	ADS Planner (.4 FTE)	50,156	16,802	66,958
3	Consultant costs			
4	Supplies			1,190
5	Equipment			
6	Travel			1,000
7	Sub-contracts			
	Catholic Community Services			17,652
	Puget Sound Food Network			103,483
	Senior Services			2,000
	WSDA			73,935
8	Other			
	Telephone, internet			891
	Postage, deliveries			100
	Printing, copying			2,000
	Rent, utilities			3,948
	Other:			
9	Subtotal			273,157
10	Indirect (8.57%)			23,409
11	Grand total			\$296,566

15. Budget Narrative Instructions

Budget Justification

Row 1. Salaries: ADS Planner (1,384 hours @ \$36.24 per hour = \$50,161 -- .4 FTE for 20 months) will coordinate the Farm-to-Table partnership, facilitate partnership meetings; manage partnership communication; draft materials for policymakers, review materials with the ADS Advisory Council and the Mayor's Council for African American Elders; submit reports; plan and coordinate with

Project Manager, Nutrition Services Program Specialist, and ADS Fiscal Staff to monitor project goals and milestones; and plan for sustainability.

Row 2. Fringe benefits: The ADS Planner receives fringe benefits (health insurance, dental insurance, etc.) of 33.5% ($\$50,161 \times 33.5\% = \$16,802$).

Row 3. Consultants:

Row 4. Supplies: General office supplies will be used by staff members to carry out daily activities of the program. \$1,190 is based on average cost per ADS staff person in 2009.

Row 5. Equipment:

Row 6. Travel: The ADS Project Manager and ADS Project Planner will make an average of 4 trips per month (20 months \times 4 trips = 80 trips) to local sites to engage community partners @ average of 25 miles @ \$0.50 per mile = \$1,000.

Row 7. Sub-contracts:

1) PSFN = \$103,483: Coordinator (1 FTE \times \$25 / hour = \$69,333 for 16 months; 25% fringe benefits = \$17,333; operating expenses and indirect = \$16,817) will serve as the primary PSFN contact for the Farm-to-Table project; identify product volumes/pricing available (conduct research to fill in product gaps) by all purchasing organizations; utilize PSFN's online and offline marketing and networking services to locate/request products, processing, and distribution of fresh local produce.

2) CCS = \$17,652: Coordinator (20 months, 640 hours \times \$20 / hour = \$12,800; 20% fringe benefits = \$2,560; \$500 equipment; Indirect 11.3% = \$1,792) will serve as primary contact for the Farm-to-Table project; identify product types and volumes; purchase food processors; use Farm-to-Table network; participate in Farm-to-Table coordination meetings.

3) Senior Services will use \$2,000 to purchase food processors and knives for 5 congregate meal sites.

4) WSDA = \$73,935: Coordinator (17 months, .5 FTE salary = \$35,417; 30% fringe benefits = \$10,625; Equipment = \$3,000; Rent = \$500 \times 17 months, \$8,500; 3 training sessions for meal provider staff \times \$3,000 = 9,000) will assess meal program capacity, train meal program staff, assess feasibility of child care meals expansion, and link farmers to meal program purchasers.

Row 8. Other: ADS telephone costs of \$891 is based on monthly phone charge without long distance. Printing/copying costs of \$2,000 assume \$.10 per page \times 20,000 pages (2-3 pages of educational material per 5,000 meal participants and printing for staff training, meetings, and policy review documents). Postage for coalition mailings is \$100. ADS proportion of rent/utilities for Planner is \$3,948.

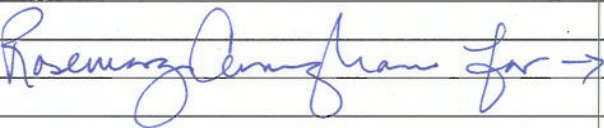
Row 10. Indirect: The Seattle Human Services Department indirect rate is 8.57%. See attached documentation for method of calculation.

In-kind:

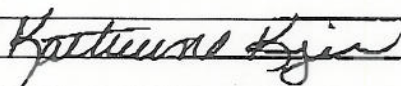
- ADS will contribute 4 hours per month of Rosemary Cunningham and Terri Light's time plus administrative support, supplies, and travel (mileage).
- WSDA will contribute 4 hours per month of Tricia Kovacs' time plus administrative support, supplies, and travel (mileage).

Budget narrative page limit is 3.

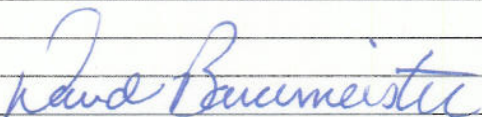
Letter of Agreement Form

Date:	May 31, 2010
The following organizations:	Aging & Disability Services Catholic Community Services Chicken Soup Brigade Puget Sound Food Network Senior Services Washington State Dept of Agriculture
Agree to complete the following activities:	1. ADS - Manage Farm-to-Table Partnership, revise meal standards. 2. WSDA -Assess meal program capacity, train meal program staff, assess feasibility of child care meals expansion. 3. PSFN -Link farmers and meal programs. 4. CCS, CSB, Senior Services - Implement cooperative purchasing.
These organizations will complete a formal agreement through a subcontract, memorandum of agreement or other specified mechanism by what date?	August 1, 2010
What type of agreement mechanism will be used?	Subcontract, Memo of Understanding (WSDA)
I understand my role and the project budget.	
Signatures:	
	Pamela Piering, ADS
	Peter Nazzal, CCS
	Katherine Kizer, CSB
	David Bauermeister, PSFN
	Kate Turpin, Senior Services
	Tricia Kovacs, WSDA Farm to School

Letter of Agreement Form

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These organizations will complete a formal agreement through a subcontract, memorandum of agreement or other specified mechanism by what date?	August 1, 2010
What type of agreement mechanism will be used?	Subcontract, Memo of Understanding (WSDA)
I understand my role and the project budget.	
Signatures:	
	Pamela Piering, ADS
	Peter Nazzari, CCS
	Katherine Kizer, CSB
	David Bauermeister, PSFN
	Kate Turpin, Senior Services
	Tricia Kovacs, WSDA Farm to School


Letter of Agreement Form

Date:	May 31, 2010
The following organizations:	Aging & Disability Services Catholic Community Services Chicken Soup Brigade Puget Sound Food Network Senior Services Washington State Dept of Agriculture
Agree to complete the following activities:	1. ADS - Manage Farm-to-Table Partnership, revise meal standards. 2. WSDA -Assess meal program capacity, train meal program staff, assess feasibility of child care meals expansion. 3. PSFN -Link farmers and meal programs. 4. CCS, CSB, Senior Services - Implement cooperative purchasing.
These organizations will complete a formal agreement through a subcontract, memorandum of agreement or other specified mechanism by what date?	August 1, 2010
What type of agreement mechanism will be used?	Subcontract, Memo of Understanding (WSDA)
I understand my role and the project budget.	
Signatures:	
	Pamela Piering, ADS
	Peter Nazzal, CCS
	Brian Flett, CSB
	David Bauermeister, PSFN
	Denise Klein, Senior Services
	Tricia Kovacs, WSDA Farm to School

Letter of Agreement Form

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Signatures:	
	Pamela Piering, ADS
	Peter Nazzal, CCS
	Katherine Kizer, CSB
	David Bauermeister, PSFN
<i>Kate Turpin</i>	Kate Turpin, Senior Services
	Tricia Kovacs, WSDA Farm to School

Letter of Agreement Form

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The following organizations:	Aging & Disability Services Catholic Community Services Chicken Soup Brigade Puget Sound Food Network Senior Services Washington State Dept of Agriculture
Agree to complete the following activities:	1. ADS - Manage Farm-to-Table Partnership, revise meal standards. 2. WSDA -Assess meal program capacity, train meal program staff, assess feasibility of child care meals expansion, link to farms statewide. 3. PSFN -Link farmers and meal programs. 4. CCS, CSB, Senior Services - Implement cooperative purchasing.
These organizations will complete a formal agreement through a subcontract, memorandum of agreement or other specified mechanism by what date?	August 1, 2010
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City of Seattle
Human Services Department

June 12, 2010

Jeffery Brown
King County Contracts, Procurement & Real Estate Services
401 - 5th Avenue, Suite 1300
Seattle, Washington 98104

Dear Mr. Brown:

On behalf of Aging and Disability Services (ADS), I am writing to indicate the commitment of ADS to implement senior meal program standards that promote the addition of a variety of fruits, whole grains, and vegetables. Currently ADS incorporates the Washington State Senior Nutrition Service Guidelines in senior nutrition service area contracts. These guidelines promote a variety of fruits, whole grains and vegetables, including fresh locally grown where available. ADS will adopt new meal standards to increase the amount of fresh local produce incorporated into the meals provided by ADS senior nutrition service providers. ADS will also include these meal standards into the senior nutrition service area Request for Proposals in 2012.

ADS understands the importance of offering healthy food choices to older adults, especially since overweight and obesity increase with age. By raising the daily consumption of fruits and vegetables these risk factors can be reduced and health outcomes can be improved. HEAL funds will help make healthy foods affordable for senior congregate and home-delivered meals, and child care centers by cooperatively purchasing fresh local produce through a Farm-to-Table partnership. We are very pleased to submit this proposal and are committed to working in partnership to improve the health of older adults, children and low-income families in King County.

Sincerely,

Pamela Piering, Director
Aging and Disability Services

Aging and Disability Services

PO Box 34215, Seattle, WA 98124-4215

Office: Seattle Municipal Tower, 700 5th Ave, 51st Floor

TEL 206-684-0660 • FAX 206-684-0689 • TTY 206-684-0702 • www.seattle.gov/humanservices/aging/
An equal opportunity employer. Accommodations for persons with disabilities provided upon request.

The Area Agency on
Aging co-sponsored
by:



CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

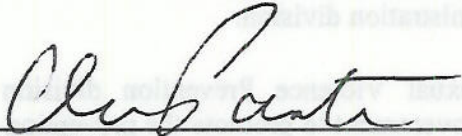
(1) All costs included in this proposal dated June 15, 2009 to establish billing or final indirect costs rates for 2010 are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare the foregoing is true and correct.

Governmental Unit: City of Seattle, Human Services Department

Signature:



Name of Official: Alan Painter

Title: Director

Date of Execution:

6/15/2009

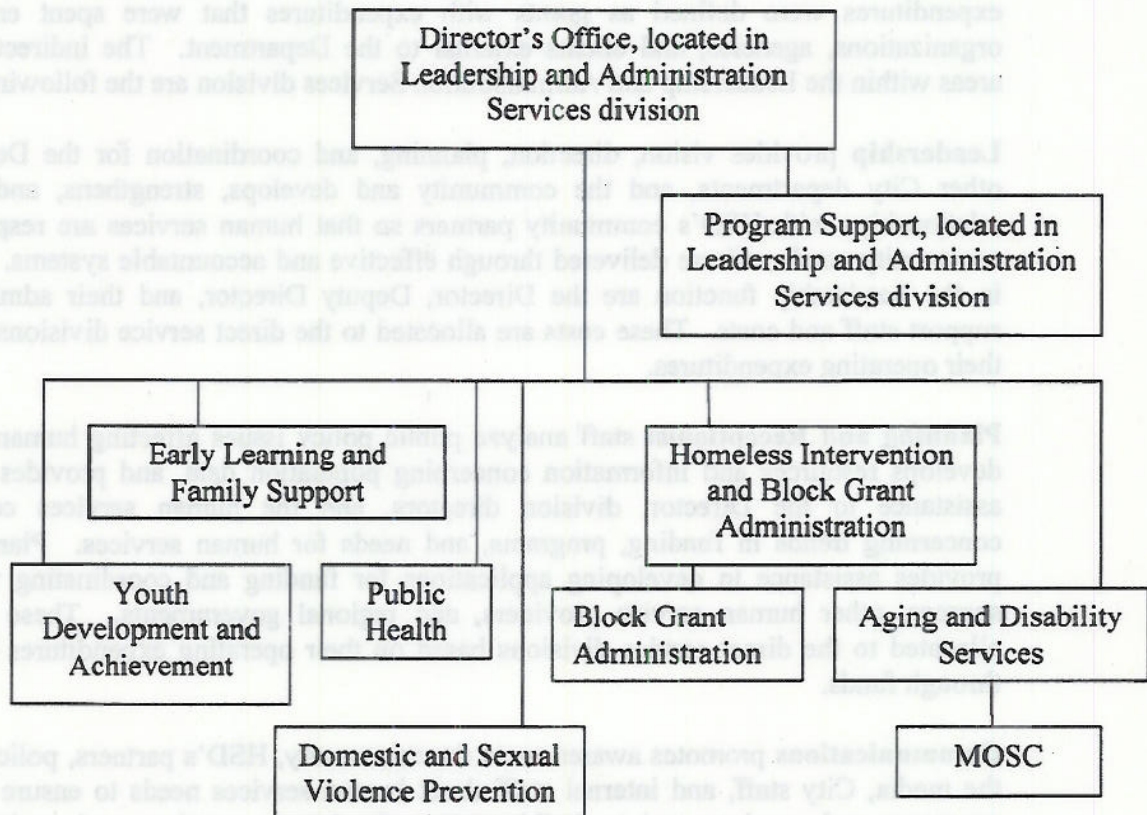
2010 Indirect Cost Rate Proposal for the City of Seattle Human Services Department

The mission of Seattle's Human Services Department (HSD) is to find and fund solutions for human needs of low income, vulnerable people in greater Seattle so they can live and thrive. The Departments' operating units provide services to ensure that the population they serve have food and shelter, productive education and job opportunities, adequate health care, and many of life's basic necessities. HSD works with more than 220 community-based human service providers that serve Seattle and King County residents. Each of HSD's operating units serves a specific population and purpose as follows:

- The Area Agency on Aging in the Aging and Disability Services division provides a guaranteed network of community supports for older people that improves choice, independence, and enhances quality of life.
- The Mayor's Office for Senior Citizens (MOSC) in the Aging and Disability Services division provides employment services and utility rate assistance for seniors, people with disabilities, and low income residents.
- Homeless Intervention and Block Grant Administration division provides program development and homeless intervention and prevention services to low income and homeless people so that they can become self sufficient and to provide facility renovation resources to community-based organizations. Community Development Block Grant administration resides in the Homeless Intervention and Block Grant Administration division.
- Domestic and Sexual Violence Prevention division provides leadership and direction to City government to promote the prevention of violence against women and children.
- Early Learning and Family Support division provides leadership to build and maintain quality systems of support for children and families so that they can develop their assets and more fully benefit from, and contribute to, the community.
- Youth Development and Achievement division provides leadership to build and maintain quality services to help young people gain the skills and assets necessary to grow into healthy, successful adults and contributors to the community.
- Public Health Services unit consists of funding for prevention-focused primary care medical and dental services for "at-risk" and vulnerable populations, and for programs to reduce disparities in health among Seattle populations.
- Intergovernmental Services and Help for Working Families are General Funded programs in the Leadership and Administration division.

HSD's organizational structure is based upon the aforementioned units as well as a Program Support unit, located with the Leadership and Administration Services division, that provides department-wide support services for information technology, human resources, and financial and grants management. The HSD Director's Office, also located within the Leadership and Administration Services division, provides leadership, performs planning, oversees the Department's operations, administers contracts, and manages departmental and public communications. It includes certain expenditures (such as legislative advocacy and training) which were deemed to be General Fund and not Indirect. These expenditures have also received an allocation of Indirect costs. **Exhibit 1** shows the general organizational chart. More specific organizational charts are available in Appendix A.

Exhibit 1
Human Services Department Organizational Chart



Indirect Cost Methodology

To determine its indirect costs, HSD identified administrative functions and their non-labor costs that generally benefited all the Department's programs and that could not be easily attributed to specific programs through timekeeping or other methods. The Financial and Grants Management staff and a group of representatives from the operating units identified the Director's Office and Program Support unit as the primary administrative and indirect cost functions within the Department.

The indirect cost pool expenditures were first identified by function and organizational unit. As an example, Financial Management was divided into five program areas, such as accounts payable and general ledger. The resulting costs were ultimately allocated as indirect costs to HSD's direct service units. The working group also identified equitable allocation bases for each program area. For one expenditure allocation base, pass-through funds have been excluded to avoid distortions in the allocations. Pass-through expenditures were defined as grants with expenditures that were spent entirely by organizations, agencies, and clients external to the Department. The indirect program areas within the Leadership and Administration Services division are the following.

Leadership provides vision, direction, planning, and coordination for the Department, other City departments, and the community and develops, strengthens, and expands relationships with HSD's community partners so that human services are responsive to community needs and are delivered through effective and accountable systems. Included in the Leadership function are the Director, Deputy Director, and their administrative support staff and costs. These costs are allocated to the direct service divisions based on their operating expenditures.

Planning and Receptionist staff analyze public policy issues affecting human services, develops resources and information concerning population data, and provides technical assistance to the Director, division directors, and the human services community concerning trends in funding, programs, and needs for human services. Planning also provides assistance in developing applications for funding and coordinating with fund sources, other human service providers, and regional governments. These costs are allocated to the direct service divisions based on their operating expenditures less pass-through funds.

Communications promotes awareness to the community, HSD's partners, policy makers, the media, City staff, and internal staff about human services needs to ensure access to programs and services and to build support for human services and social change. Responsibilities include acting as spokesperson for the Department, responding to media and public requests for information (including public disclosure requests,) preparing and overseeing all public information and client outreach efforts, providing information for the Department's internet pages and web pages within the Department and City system, preparing brochures and other HSD publications, and preparing speeches and talking points for the Mayor and HSD's Director and Deputy Director for public events involving HSD's programs and services. In addition, the HSD call center staff person is included in

this function even though the person is not part of the Communications organizational unit and is located in another HSD division. These costs are allocated to the direct service divisions based on their total operating expenditures.

Contracts manages and coordinates the Department's contracting policies and is responsible for compliance with federal, state, and local requirements in all of the Department's contracting actions with some 220 providers. The Contracts unit also coordinates and prepares City legislation regarding the department and coordinates with the City Budget Office, Law Department, and City Council. These costs are allocated to the direct service divisions based on the number of contracts processed for each direct service division.

Financial Management provides budget, accounting, and reporting services, systems, and solutions to HSD employees so that they can effectively conduct business. Financial Management is divided into five program areas: Accounts Payable, General Ledger, Financial Oversight, Assessments, and Grants Management. The Accounts Payable unit maintains financial records and makes payments to all Department subcontractors and other vendors, and is allocated to direct service divisions based on the number of vouchers processed for each direct service division. The General Ledger unit performs various cost allocation and accounts receivable functions, and is allocated to the direct service divisions based on the number of journal lines for each direct service division.

The Financial Oversight program area is responsible for audit compliance and coordination with federal, state, and local auditors, and the development and preparation of the Department's budget as well as negotiations with the City's Budget Office, the Mayor, and the City Council. These costs are allocated to the direct service divisions based on their total operating expenditures. Financial Management also performs assessments by providing financial technical assistance to contracting community agencies by assisting with audit compliance, financial reporting, and financial systems and by conducting on-site reviews. The Assessments program area is allocated based on the number of contracted agencies receiving greater than \$50,000 in any direct service division. The Grants Management unit provides centralized control over the Department's grant expenditures, prepares financial reports, and prepares reimbursement requests to grantors. Grants Management costs are allocated based on the labor costs of grants management staff assigned to a direct service division.

Human Resources provides personnel systems and solutions to HSD management and employees. Human Resources is responsible for all personnel actions, makes recommendations on staffing and salary levels, supervises the preparation and processing of personnel transactions, coordinates hiring, layoff, disciplinary and termination procedures, compiles data for reports and information, and works with the Department's labor unions. Responsibilities also include preparation of payroll and administration of employee benefit packages. Human Resources' costs are allocated based on the number of employees in each direct service division.

Information Technology provides technical systems and solutions to HSD management and employees. The unit has two program areas: Help Desk and General Support. Information Technology develops and administers Department policies regarding hardware, software, network administration, and computer applications; maintains the Department's computer network and computers; and serves as liaison with the City's Department of Information Technology. Information Technology also develops and implements new systems and applications, troubleshoots hardware and software problems, staffs a Help Desk, sets up new workstations and updates software, and provides technical assistance and training. Help Desk and general support costs are both allocated based on the number of positions in each direct service division.

Division Directors and their administrative support staff are responsible for the overall management and administration of their division. Because the Director for Aging and Disability Services is a General Fund supported position, there are no divisional indirect costs associated with that division. **Exhibit 2** summarizes the cost pools, program areas, and allocation basis.

Exhibit 2
Summary of Indirect Cost Functions, Program Areas and Allocation Basis

Org Unit/Function	Program Areas	Allocation Basis
Leadership	Leadership & Communications	Actual expenditures
	Planning & Receptionist Contracts	Actual expenditures less pass through # of contracts
Information Technology	Help desk & General support	# of Positions
Human Resources	HR Services	# of employees
Financial & Grants Management	Accounts Payable	# of vouchers
	General Ledger	# of journal lines
	Financial Oversight Assessment	Actual expenditures # of contracted agencies receiving > \$50K
	Grants Management	# of staff assigned

Based on the above indirect cost pools identified by the Financial and Grants Management Unit and the working group representatives, the 2008 actual expenditures and the allocation base data for each cost pool were identified. The expenditures include related Citywide indirect costs allocated by the City's Central Service Cost Allocation Plan. The Citywide indirect costs for the Department were allocated with the Department program areas that were related. For example, Citywide personnel costs were allocated on the same basis as the costs for the Department's Human Resources unit.

Because of the different service delivery methods and funding sources for each direct service unit, the Department determined that using a multiple allocation base methodology would be more appropriate than using the simplified methodology to calculate HSD's

indirect cost rates. As a result, each of the direct service units will have a specific indirect rate. The Community Development Block Grant Administration unit was also treated as a direct service unit because it administers the Community Development Block Grant (CDBG) program for all the City departments. Because the unit is funded solely by CDBG and provides services to all City departments with CDBG funding, the Department's indirect costs for that unit will be reimbursed as part of the allotted CDBG administration funds. Based on the identified indirect costs and the allocation bases, **Exhibit 3** shows the allocations to each direct service unit including CDBG Administration.

Exhibit 3
Indirect Cost Allocations To Operating Divisions By Program Area
Based on 2008 Expenditures

Allocation Base	Actual Exp	# of Contracts	Actual Exp less pass thru	# of Positions	2007 Number of Employees	# of Vouchers Lines	# of Journal Lines	Actual Exp	# of Contracts Over \$50K	People Assigned to Division	Various	
Indirect Costs	920,109	240,678	292,976	1,394,583	533,815	368,259	357,783	262,840	87,133	753,954	1,859,728	7,071,858
Operating Divisions												
Aging & Disability Services	359,633	45,580	83,906	740,713	238,429	135,667	142,889	102,733	15,761	344,767	680,174	2,890,251
ELFS	154,498	51,117	57,631	204,335	91,398	115,390	47,537	44,134	16,059	161,172	355,766	1,296,036
HIBGA	233,121	73,288	86,958	91,951	41,063	49,813	85,845	66,594	32,415	135,575	423,584	1,320,188
Domestic Violence	33,907	21,299	12,648	25,542	6,623	12,122	8,948	9,686	5,948	37,002	74,062	247,786
CDBG Admin	5,766	0	2,151	45,975	11,921	0	1,258	1,647	0	5,945	14,190	88,854
MOSC	18,641	6,816	6,954	107,276	42,387	16,163	31,318	5,325	297	19,324	65,555	320,057
Lobbying/People Print/Advocacy/Training	17,006	2,982	6,344	15,325	5,258	1,196	280	4,858	1,190	790	24,521	79,788
Public Health	0	0	0	0	0	0	0	0	0	0	0	0
YDA	97,538	39,616	36,384	163,488	98,698	37,908	39,707	27,883	15,484	48,379	221,875	825,897
Total Allocation	920,109	240,678	292,976	1,394,583	533,815	368,259	357,783	262,840	87,133	753,954	1,859,728	7,071,858

Indirect Cost Rate Calculation

Each direct service unit's indirect cost rate is calculated based on the allocated Citywide, Department, and each direct service unit's indirect costs. The Department determined that the direct cost base for calculating the most equitable indirect cost rate is a unit's total direct operating expenditures less pass-through expenditures. Pass-through expenditures were defined as grants with expenditures that were spent entirely by organizations, agencies, and clients external to the Department.

Once actual expenditures and indirect charges from grants are known for a particular year, a carry forward amount is calculated based on actual indirect cost expenditures and the actual amount charged against grants and other funds in that particular year. Differences occur between the actual indirect costs and the actual amount charged against grants because indirect costs and actual grants are higher or lower than originally budgeted. Once the carry forward amount is determined, the carry forward amount is subtracted or added to the indirect costs before calculating a new rate for the next budget year.

Exhibit 4 shows the indirect costs and the resulting rate for each direct service unit.

Exhibit 4 **2010 Indirect Cost Rate Calculation**

Description	Operating Divisions									Total/ Average
	ADS	ELFS	YDA	HIBGA	DV	CDBG Admin	MOSC	Lobbying/Advocacy/PP	Public Health	
Indirect Cost Allocation										
Human Services Department	2,210,077	943,270	604,021	866,604	173,724	74,664	254,502	55,268	0	5,212,130
City-Wide	680,174	355,766	221,875	423,584	74,062	14,190	65,555	24,521	0	1,858,728
Sub-Total	2,890,251	1,299,036	825,897	1,320,188	247,786	88,854	320,057	79,788	0	7,071,858
Division Indirect	0	189,949	160,431	171,292	121,803	19,033	0	0	0	662,508
TOTAL 2008 INDIRECT COST	2,890,251	1,488,985	986,328	1,491,480	369,589	107,887	320,057	79,788	0	7,734,366
2008 Indirect Recovered or Subsidized	3,522,455	1,561,152	1,040,959	1,780,345	496,505	130,463	219,651	79,788	0	8,851,319
Carry-forward Adjustment	(632,204)	(92,167)	(54,631)	(288,865)	(126,916)	(22,576)	100,405	0	0	(1,116,953)
Total Direct Operating Expenditures										
Salaries and Wages	10,238,429	3,464,973	2,851,219	1,706,071	388,374	625,717	1,410,361	210,547	0	20,895,691
Other Direct Costs	31,880,716	14,629,349	8,572,120	25,596,433	3,582,666	49,573	772,874	1,781,146	0	86,864,877
Subtotal Direct Cost	42,119,145	18,094,322	11,423,339	27,302,504	3,971,040	675,290	2,183,235	1,991,693	0	107,760,568
Less Pass-Through Expenditures	15,775,116									15,775,116
ADJUSTED 2008 DIRECT COST	26,344,029	18,094,322	11,423,339	27,302,504	3,971,040	675,290	2,183,235	1,991,693	0	91,985,452
Calculated 2010 Indirect Cost Rate	8.57%	7.72%	8.16%	4.40%	6.11%	12.63%	19.26%	4.01%	0.00%	7.19%
Approved 2010 Indirect Cost Rate	8.57%	7.72%	8.16%	4.40%	6.11%	12.63%	19.26%	4.01%	0.00%	